



JOB DESCRIPTION

Title: **DIRECTOR OF FINANCE
AND ADMINISTRATION**

Department: Finance and Administration

Class Code: 1400

FLSA Status: Exempt

Effective Date: March 1, 1986 (Rev. 07/02)

Grade Number: 31

GENERAL PURPOSE

Under broad policy guidance and direction from the Mayor and the City Council, provides professional administrative services to assure efficient and smooth running operation of the Accounting Group and the Customer Service Group in the Finance Division, all of which make up the Department of Finance and Administration.

EXAMPLE OF DUTIES

- *-- Oversees the function of customer service and accounting; hires, evaluates, and disciplines group supervisors; serves as liaison between Recorders, Treasurers, and Human Resource Departments and the Mayor and City Council.
- *-- Oversees the acquisition of liability, property and employee fidelity insurance with insurance brokers, insurance companies and risk retention groups; represents the city on the Audit and Finance Committee of the State's self-insurer's trust.
- *-- Reviews division budgets for accuracy and ranking.
- *-- Examines division policy for practicality and efficiency; develops policy for the Department of Finance and Administration.
- *-- Provides information to the public and outside agencies regarding finance and administration; provides staff support to the Mayor and Council on special projects requiring research.
- *-- Perform all duties of the Director of Finance and Budget Officer, as required by the Uniform Fiscal Procedure Act for Utah Cities.
- *-- Prepare the Comprehensive Annual Financial Statement in conjunction with the city's independent auditors.

- *-- Reviews all new or revised computer systems for the customer service group and accounting group.
- *-- Compiles annual budgets and submits them to the Mayor; provides information on annual budget requests as required; prepares annual position allocation payroll budget.
- *-- Develops and implements new accounting techniques and systems; modifies and modernizes existing methods and procedures.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Master's Degree in Public Administration, to include a Bachelor's degree in Accounting or Finance and four (4) years of increasing experience in accounting, at least three (3) years in a supervisory capacity, or any equivalent combination of education and experience.

Special Requirements

- Must be bonded.

Necessary Knowledge, Skills and Abilities

- Extensive knowledge of the services provided by Murray City; extensive knowledge of administrative services and the services and the functions it provides.
- Thorough knowledge of the principles and procedures of accounting; thorough knowledge of research methods and statistical analysis; working knowledge of modern office methods, procedures, and equipment.
- Skill in dealing with people; skill in management.
- Skill in making complex, accurate mathematical calculations.
- Ability to apply modern accounting principles and procedures to government situations; ability to keep complex financial records and to prepare financial reports; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer system; 10-key calculator; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; walk and stand.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.